App F IX 4

Previous References 1945 46 (Annual)

File No 118-45

Serial Nos 6, 7

Later References

GENERAL AND REVENUE SECRETARIAT

Serial Nos 1-2

Part B for Feb 46

SUBJECT

Annual inspection of the City Improvement Trust Board office by the Chairman

L 8402 — 8 2024

To

Chairman C.I.T.B.

State that the inspection of the office should be done annually by the Chairman

Ks

2,944/L

From the Chairman City Centre Trust Board, Tyrone

D.O. M 209/45-46 D 23-6-45

Asks for perusal of Government a copy of his note of inspection of the office of the City Centre Trust Board

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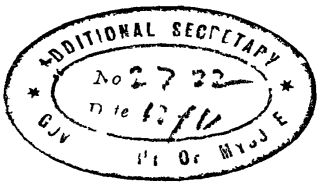
1) Submitted for perusal

2) The Chairman has issued necessary instructions to the concerned officials to set right the defects and irregularities noticed by him during his inspection



3) The important portions are marked in ink

4) For perusal

4/11

Addressed for

5) This is done annually 9/11/45
is it not? Under
standing orders
Govt? 12/11/
11/Nov

6) The inspection is done annually under the standing orders

7) Pl putup the Business Manual of the Trust Board when it comes up

24/11

8) The Manual is sent by 26/11/45
Enquire under what section the
return is called every year

27/11

2744 — 4436/C

9) Send with a draft letter

10) [illegible]
28/11/47

Chairman C.B.T. Board Mysore
No. 44.47 D 30-11-47

Calls for information

From the Chairman, C.B.T. Board, Mysore
No. I-C 160 dated 18-12-47.

States that the Inspection Report was sent to Mr. only for information and that if it is not required, the same may be returned."

11) The inspection note with be returned to the Chairman for further action.

12) Placed up for instructions
- draft keeps ready for
13/1/48

13) As desired by the Committee heads of the Manual of Circulars and Standing orders regarding Inspection of Offices is [illegible]

92. All officers who have Clerical Subordinates working under them, should thoroughly inspect their own office not less than once a year.

4456/C

94- In order that no point of importance might be overlooked, a standard list of Questions to be answered at the inspection should be prepared in respect of each office. The Inspecting Officer will fill in his answers and submit the form to his Official Superior."

5472/46

14) Accordingly to the above instructions, Office inspections are conducted annually. Reference 5

3/1/46

15) This inspection has to be done annually, according to the standing orders noted above (para 13 supra)

A || This will be reported on to the Chairman by reference 5 supra proposed

revised 31/1/46

17) A may be approved

Minister for Ed^n & Pt^l Works 2/2/46

15/2/46

15) Sd/- Asst regd accepted 15/2

13-2-46

14) Submitted with a draft letter

Issued 18/2/46

GENERAL REGISTER OFFICE FOR EDUCATION & P.W. Dated 4 2 46 No. 4633

TYPING SECTION 19 FEB 1946 GEN & DEV SECTN

18/2

Chairman. C-8; F. 15a

8402 D 20-2-46

Shipment accordingly

B

M1146-45-6

No LDis M, 209/45 46

Office of the Chairman,
City Improvement Trust Board, Mysore
Dated 23rd October 1945

FROM

THE CHAIRMAN,
City Improvement Trust Board,
Mysore

ADDITIONAL SECRETARY GOVERNMENT OF MYSORE
No
To Date 26/10

J.B.Mallaradhya, Esq M.A ,
Additional Secretary to Government,
Bangalore.

Sir,

I have the honour to forward herewith for favour of perusal of Government, a copy of my Notes of Inspection of the office of the Mysore City Improvement Trust Board

I have the honour to be,
Sir,
Your most obedient servant,

CHAIRMAN.

SNR

Notes of Inspection of the office of the City Improvement Trust Board, Mysore

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Name and designation of the Inspecting Officer	R RAMACHANDRA RAO BHONBORE,ESQ B A , Chairman, City Improvement Trust Board
Name of the Trust Board Engineer	Mr B R Manickam, B.E., upto 31st Dec 1944 Mr H Sundaravaradachar from 1st Jan 1945
Accountant and Manager	Mr M Srinivasa Rao, B A , an Accountant of the Comptroller's office had been deputed, for duty as Accountant and Manager of the Trust Board It is more than two month's since he has been transferred and relieved from the Trust Board and his successor has not yet joined duty for which a reference is said to have been ~~Paid~~ The Chief Clerk Mr Subramanya Sastry is looking after the duties of the Accountant and Manager, in addition to his own duties
Date of Ihspection	26th June 45 to 30th June 45

Previous Inspection It is said that no previous inspection of the office has taken place except that the Assistant Comptroller has been inspecting the account matters of the Trust Board The last inspection of the Assistant Comptroller Mr M Narayana Rao was made from 3rd to 18th May 1945, in respect of all accourt matters, and he has furnished a copy of the notes of his inspection with his letter No 1350/MLAC dated 7/13th June 45 A memo of important points in regard to the account matters as noticed by him, requiring attention has also been appended to the notes of inspections

The office has not maintained a minute book to note the points observed by the Assistant Comptroller in his Inspection notes, and the action taken in respect of them A minute book should at once be opened, wherein, the points requiring action, as per the Assistant Comptroller's memo should all be entered and immediate action taken to rectify the defects and omissions pointed out The result of action taken should be indicated against each point and the entry

got attested by the Manager as well as the Trust Board Engineer under their dated initials The register should be submitted for the perusal of the Chairman once a month regularly, till all the points are attended to.

Similar action should be taken, in regard to the observations made in the notes of the present inspection

CONSTITUTION OF THE BOARD

The Board consists of nine Trustees, the Chairman holding the office during the pleasure of the Government and the other Trustees for two years Two places are given for selection from among the members of the City Municipal Council The Vice-President of the City Municipal Council, the Health Officer of the Municipality, the Director of Public Health and the Chairman are ex-officio Trustees and the rest are nominated by Government As the Board was last constituted on 10-4-1945, its term is yet current

The personnel of the Board as reconstituted on 13-4-45 stands as follows -

Names

(1) R Ramachandra Rao Bhombore, Esq ,B A , The President of the Municipality is the ex-offico Chairman

(2) The Director of Public Health
(3) The Vice-President, City Municipal Council
(4) The Health Officer of the Municipality
(5) T.Ramaiya, Esq ,B A ,(Hons) Huzur Secretary of the Palace
(6) F C Devaraj Urs, Esq ,
(7) Very Rev Father Maurice Queguiner
(8) T Variappa, Esq ,B A ,LL B ,
(9) B Narayanaswamy, Esq., B A ,LL B ,

Once a month, the meeting of the Board is regularly held after spot inspection in the morning on the last Wednesday of the month, for consideration and disposal of the subjects brought before the Board The last meeting during the year was held on 27-6-1945

The Board convened a Special meeting on 21-6-1945, for consideration of the revised Budget estimates for the current year 44-45 and the Budget estimates for the coming year 45-46 The presence or absence of the Trustees at every meeting is being noted, in the minute book itself

No casual vacancy from among the Trustees occured so far, since its reconstitution

An Agenda book is maintained wherein all subjects to be placed before the Board at every meeting, are tabulated seven days before the date of meeting, a copy of the Agenda being furnished to each Trustees

The total number of subjects that came up for the consideration of the Board, so far during the year was 564

A separate register should be maintained wherein the action taken, in regard to the resolution passed by the Board, in respect of each subject, should be noted and the progress made in regard to their disposal noted at the end of each month

Minutes Book The Minutes of the proceedings of each meeting are recorded by the Chairman himself in the Minute book maintained for the purpose, which is up-to-date It is said that a copy of the Minutes of each meeting is beirg regularly sent up to Government

The typed copies of the meeting proceedings relating to the period from April 1935 to June 1940 are got bound in one volume and the proceedings of the subsequent period have yet to be got bound

Index Register of Resolution This has not been maintained It is very necessary that this register should be maintained with a view to facilitate referencing in regard to the resolutions passed by the Board, in respect of particular subjects It should be got opened at once, and entries made therein in the alphabetical order of the subjects dealt with

Establishment An up-to-date list of the establishment both temporary and permanent showing the different scales of pay of the posts and the names of the incumbents actually working should be kept for ready reference

A register showing the baraward and the acquittance roll of the establishment is maintained, and it is seen that the

pay of the establishment has been drawn upto end of May,45 and disbursed No item is outstanding payment

The establishment consists of the following -

(1) Permanent establishrents

(1) Manager and Accountant in grade Rs 60-5-100 with D A of Rs 20/- p m An accountant of the Comptroller's office is posted to this place

(2) Chief Clerk in grade Rs 60-4-80

(3) Three clerks in grade Rs 40-2-50

(4) One Typist on Rs.30-3-60

(5) Four clerks on Rs 25-1-40

(6) Two Overseers on Rs 80-5-100

(7) Three surveyors on Rs 35-5/2-80

(8) One Architect Draftsman on Rs 55-5-80

(9) One Assistant Draftsman on Rs.40/-

It is seen in the baraward that one G V Krishnappa, Clerk, in grade Rs 25-1-40 is shown as holding the post permanently, while in fact he is an acting incumbent As such entries in the baraward lead to complications it requires to be carefully scrutinised by the accountant and Manager

Menial establishment.

(1) Notice Server one on Rs.15/-
(2) Duffedar do 15/-
(3) Head peon 13/-
(4) Three peons on Rs 12/-each
(5) do on Rs 11/- each

Lorry establishment. One lorry driver on Rs 25-1-40
One cleaner on Rs 15-1-20.

Temporary establishment sanctioned in connection with the acquisition work connected with the scheme for the forma-tion of the road from the Elgin Fountain right upto the District Office and other allied schemes G O No L 11313-4/ M1 12-44-16 dated 22-5-1943 sanctioning the establishment

One clerk on Rs 50-2-60
One clerk on Rs 25-1-40.
Two surveyors on Rs 35-5/2-80
One peon on Rs 12/-
One Tracer on Rs 35/-
One Sub Engineer on Rs 135/- plus D A Rs 50/- +CA 28/-

Two Surveyors one on Rs 80/- plus CA 15/- and the other on Rs.50 plus CA Rs 15/-

One clerk on Rs.40-2-50.

One Assistant Draftsman on Rs.40/- and one peon on Rs 10/- The term of the establishment which expires on Rs 30-6-45, is proposed to be extended for one year more, as the schemes are yet to be completed

Attendance Register An Attendance Register ~~is~~ is in use only the Ministerial establishment of the office is noted thereon The menials who are on duty in the office should also be noted with a view to check their attendance

It is said that for the executive staff a separate attendance register is maintained in the Engineering Section It is better if the entire establishment is noted in one and the same register to facilitate ~~is omitted to be noted therein~~ checking the attendance The casual leave at credit is omitted to be noted therein in the current month In a very few instances omission to mark the attendance is noted

It is said that the Manager has been checking the attendance register The Trust Board Engineer should also check the register everyday and the register placed for the perusal of the Chairman occasionally

Officials coming late should mark the hour of their attendance ~~thrice~~ three such late attendance being reckoned as involving the forfeiture of a day's casual leave This should be strictly enforced

Work distribution

A memo showing the distribution of work assigned to each clerk, as drawn up on 15-8-1944 is maintained

Office Order book

This book is maintained wherein grant of leave and other arrangements made are noted It contains entries upto 28-4-45 All questions relating to the establishment, should be recorded in the order books before the entries are extracted to the office baraward

Service Registers The Service Registers of the following persons are not available

(1) K Shivaramiah, Surveyor.

(2) Bettiah (Temporary)

(3) Venkatiah, Lorry driver

(4) Mohideen, Cleaner.

(5) Pasha, Peon

(6) Chamundi, Peon

The availablle Service Registers have been verified upto end of June 44, but the certificate of verification remains unattested in many cases

Character Books - The Character books have been maintained in respect of the following persons only

(1) Mr M Srinivasa Rao, Accountant- Since he has been transferred, it may be sent to the office to which he has been posted

(2) Mr.Subramanya Sastry, Chief Clerk

(3) Mr B Aswathnarayana Sastry

(4) Chikkarachappa setty

(5) S.Lingiah

(6)M C.Siddalingiah

(7) Rama Sharma.

(8) Chama Modaliar

(9) E V Krishnappa

(10) Srinivasa

Some of the books do not contain any entries while in others the entries made are antiquated At the end of each year these books should be submitted and the entries got made

The character books in respect of the other officials and subordinates, should also be maintained

Casual leave register This register is maintained by alloting separate pages in respect of each official and the leave granted is noted therein, the leave applications being filed in a separate bundle The arrangement made for the conduct of the absentee's work is not being noted

Securities It is said that the cashier is required to furnish a cash security of Rs 200/- The Trust Board Overseers and the Store-keeper are required to furnish a cash security of Rs 100/- each But there is no authority prescribing the amount of the security in respect of the several officials of the Trust Board dealing in cash, stores etc

This requires to be regulated, according to the actual requirements.

A register showing the securites required of the several officials with details as to the amount furnished and how they have been deposited and the action taken to obtain the security should be maintained, and posted up-to-date

A list of the officials with amounts of securities given is maintained in a book, the details of which are noted below -

Names.	Amount of security given
1 B Aswathnarayana Sastry former cashier	15/-
2 Thiruvengadam.	115-3-4.
3. M.C Siddalingappa.	102-2-9
4 T Appadore Pille	133-3-6
5 Mr G Sampath.	108-4-3
6. Mr G Mallappa	106-1-5

The cashier Mr M Narayana Iyengar is said to have deposited a sum of Rs 160/- in Government Savings Bank when he was a cashier in the Municipal Office It is nearly six months since he came to the Trust Board and the required security is not yet made up. The Accountant and the Manager will please look into this and see that regular deduction is made from the pay of the cashier, till the required security amount is made up

The payment of the security amount even with regard to the other officials should also be strictly enforced

Stock account of service labels. A register is maintained wherein, the receipts, issues and the balance of stock of service labels purchased from the Treasury are regularly noted and the balance checked by the Manager

Cash Book A General Cash Book is maintained wherein all receipts and payments either by cash or by means of cheques relating to the Board are accounted for. The days collections are seen to have been invariably credited on the next working day to the Dist Treasury where the funds of the Board are deposited A remittance book is maintained wherein Treasury certificates are obtained for all remittances made to the Treasury

The cash book is being regularly written up and checked by the Accountant and signed by the Trust Board Engineer The day's closing balance, as also the total amount at the credit of the Trust Board is noted therein.

The Cash ~~book~~ on hand on the 26th June 1945 was Rs 609-12-10., comprising of the following items

(1) Day's collections for 26-6-1945	Rs.509-0-0
(2) Imprest amount	Rs 85-0-10
(3) Gang payment arrears	Rs 15-12-0
	Rs.609-12-10-

Out of the imprest amount of Rs 85-0-10, a sum of Rs 10/- has been advanced to the pleader and it is not clear how it has been treated as cash while there is actually no money.

The total balance of the fund, as on 26-6-45 was Rs 2,40,638 -12-7 The Treasury pass book has been maintained, wherein the credits and debits of the Board have been recorded month by month upto end of May 1945, and it has been verified with explanatory memo for the difference between the Departmental and the treasury figures.

Registers of Permanent Advance

The permanent advance given to the offices is Rs 100/- A register has been maintained to note the details of expenditure and the adjustment made from time to time The balance of the permanent advance as on 26-6-45 was Rs 75-0-10 A sum of Rs 10/- advanced to the pleader is not accounted for in this book, the item being kept in suspense and treated as cash - and the remaining sum of Rs 14-15-2 consists of the following items -

Date	amount.
30-5-1945.	8-5-6
--	3-5-0
7-6-45	0-9-0
21-6-45	2-11-8
	14-15-2.

Cheque Suspense register This register is maintained wherein cheques received, in payment of the Board dues, and sent to the treasury for adjustment by credits to the ~~treasury account~~ Trust Board funds are noted.

It is seen that the cheques sent to the Treasury on 21-5-1945 are yet pending adjustment

One cheque for Rs 20/- sent so far back as 8-12-1943, is pending adjustment The Dist Treasury Officer has been addressed in regard to the abnormal delay in its adjustment

There has been unusual delay in the adjustment of the cheques and some precautionery measure in this behalf is needed With a view to check delays in this respect, a reference may be made to the Deputy Commissioner in the Treasury Department The Assistant Comptroller has in his Inspection notes, observed delay quoting a few instances in regard to bringing on the cash book the bank cheques received in payment of the Board dues This delay should be scrupulously avoided The other instructions given by him and the observations made in regard to the marginally* noted items should be duly attended to The monthly cash account showing receipts and payments is being sent to the Comptroller every month This account has been sent up to end of May 1945

(1) Maintenance of the cash book
(2) Statement of uncashed cheques.
(3) Register of cheque suspense.
(4) Monthly schedule of Estt.charges
5 Monthly Cash balance statement

Stock Registereof Cheque Books

A register is maintained wherein, all blank cheque books received from the Comptroller are entered and accounted for. Out of the ten books received from the Comptroller on 2-11-44, six books have been completed and the 7th book is in use The remaining three books are kept in store and they are in the custody of the cashier The observations of the Asst Comptroller in regard to the omission for recording certificate of counting the leaves of the cheque books immediately on receipt should be strictly followed

Registration of references The registration of references ks made under the improved system of office procedure recently introduced into the Trust Board Office with effect from the year 1942-43 The following registers are maintained in this

connection.

(i) General Receipt Register
(ii) Petition Current Register
(iii) New Case Register
(iv) Personal Registers.
(v) Fair copy register.
(vi) Register of Abstract arrear list in Form No VIII.
(vii) List of pending references in Form No IX

The stock register of periodicals and the periodical registers as prescribed under the system have not been maintained These should be got opened in the prescribed printed form and necessary entries made as per columns, provided therein, with effect from the commencement of the year 45-46 Each clerk is maintaining a list of the accounts to be submitted from his branch

General Receipt Register

Delay in the registration of tappals in this register and delivery of the same to the clerk, is noticed in some instances The tappals should be promptly registered and given to the case-workers without any delay The personal or the special register numbers have not been noted in most cases The clerks should be insisted upon to note the same in the registers invariably Arrangements should be made to see that no such omission in this respect occurs

From the register is is seen that 1552 references have been ~~reported~~ registered so far in this respect and acknowledgment of the concerned case-workers is found to have generally been taken therein

Petition current register

The pending petitions at the commencement of the year, have not been carried forward but the entries are continued giving fresh seril numbers for the current year No monthly abstract is given in this register once a quarter the receipts and disposal of petitions are tabulated ~~xx~~ clerkwar in a separate register and the abstract of pendency is given in form No VIII This quarterly abstract has been prepared upto end of March 1945 According to this abstract 177 petitions were pending on 1-7-1944, 1576 petitions were received upto and

of May 45 making up a total of 1753 petitions requiring disposal. Of these 1734 petitions are shown as disposals leaving a balance of 19 petitions at the end of March 45 The clerk -war distribution in regard to the pendency is also shown therein.

The petitions registered related mostly to the grant of site in the new extensions laidout or in other localities where lay-out of site was marked All applications for sites should be entered in a separate register to be opened for the purpose from 1st July 1945 and their disposals noted therein Proper disposals should be marked before the numbers are closed

New Case Registers This register has been in use since July 1943 At the end of each year, the pending currents are not carried over but the subsequent entries are continued Omission to note the general receipt register number and date of receipt is noticed in some cases All the columns provided for in the register should be properly filled up Date of disposal is not noted All files disposed of on new case numbers other than N Dis files, should be given over to the Records, in the same register and acknowledgment of the Record-keeper taken in the column provided therefor According to the entries in this register 228 ~~abstract~~ currents have been registered so far

A monthly abstract of pendency is not given in this register A separate register is maintained, wherein details of the currents received and disposed of are worked out clerk-war once a quarter and abstracted in the quarterly arrear list maintained in Form No VIII

According to the abstract 238 currents were pending on 1-7-44, 157 currents were received and out of the total number of 395 currents 301 are stated to have been disposed of leaving 94 currents pending at the end of March 1945 The pendency is stated to have been reconciled with the personal registers of the case-workers who prepare their abstract independently

Personal Registers

All the case-workers have maintained the personal registers and the abstract of pendency is given therein by many once a quarter instead of monthly The abstract of pendency should be checked by the Manager and the Trust Board Engineer and submitted to the Head of the office once a month regularly along with the monthly consolidated abstract in Form No.VIII and a detailed list of references pending for over one month in Form No.9

Fair Copy Register This is written up regularly The signature of the despatching clerk with date and the Superintendent's (Chief Clerk) initials for verification, are not obtained The tappal and the local delivery books are maintained, and the signature of the peon to whom the posting of the tappals is entrusted is obtained.

Site Section Clerk S Lingiah is in charge of this Section and he is given the assistance of a temporary maistry The sites formed out of the acquired properties under the City Improvement schemes and the clearance of slum areas and in the extensions newly created, are all entered in a register giving particulars as regards dimensions, localities etc , in respect of each site, and the manner of their disposal along with the details of the value realised therefrom There are ten bound volumes of such registers and five of them relative to the sites of the old period, in the several localities of the city, and the remaining five are the current volumes It is said that the sites for which no disposals are marked in the old registers, are brought on the new registers, but the necessary cross reference has not been marked It is necessary that this should be done, to facilitate referencing

Thecurrent volumes gives an account of all the sites in the several localities in the City as also of the new extensions, They are broadly classified as shown below -

Particulars of sites entered

(1) Volume I	Bits of vacant lands, available in the whole city formed into site blocks and sites
(2	Sites of Block I 6-20 Sites formed in New Santhepet, New Bunooo Bazaar, Block No IV Ediga, Industrial suburbs, and Nedars block.
(2) Volume II	Block No 21 to 55 Jalapuri Extension Doddapet Circle. Sites for hides and godowns
(3) Volume III	Block No 56 to 94 Sites near Poor House Block Vyasarayaswami Mutt compound sites. Sites along Krishnarajendra and Kantaraj Urs road Sites formed for Weavers of A K Puram Krishnaraja Vanam sites
(4) Volume IV	Sites relating to Vanivilaspuram for Block I to V-Model House and Agricultural block Narasimharaja Mohalla-Behind Law Court Chamaraja Mohalla Block Nos 7,8, & 9 of Chamundi extension Block No 1 and 2 of Manantoddy road Block 9 and 13 of Chamundi Extension Padurarahalli Old extension, Saraswathi -puram Block Nos 1,2 and 3 of Jayanggar. Kannegowdanakoppal, Rajaput block Mohanagere block) Kesare block } Narasimharaja Mohalla. Military block) Yadavagiri Extension sites 1 to 66
(5) Volume V	Paduvarahally New extension, Yadavagiri New Extension Bannimantap New Extension Kyathanamanahalli sites. Niranjanraj Urs Garden.

The particulars of the sites newly formed in the Paduvarahally extension are yet to be entered in the site register, which should be attended to early

From an examination of the registers, the following omissions are noticed -

(1) Reference to chellan number as regards payment of the value of sites has not been noted in some cases

(2) The entries as regards payment of the value of the sites are not checked and attested by the Accountant/Manager

(3) In some cases the fact that necessary mutchalikas have been taken in respect of the sites granted is not noted

(4) The special conditions attached to the grant of the sites are not noted in some cases in the col provided for

(5) Particulars of payment not noted in some cases.

It is necessary that as this is an important record, full details should be furnished to facilitate referencing and to dispose of claims and objections if any in this respect

There is no indication to show what action has been taken in respect of the sites granted, for which mutchalikas have been obtained from the grantee ~~binding~~ them to erect buildings thereon within a stipulated period In fact no action appears to have been taken in this connection There are very many cases in which the conditions of the mutchalikas are not enforced It is desirable that with a view to enforce the conditions of the grant as per the terms of the mutchalika executed, and to discourage the sites remaining vacant for a long time after the stipulated period a list of such sites should be made in a separate register to be opened, and the progress of action taken noted therein in respect of each site, till it is either built upon, or resumed on account of the breach of conditions of the grant

A detailed printed list of all the sites available, in all the localities other than those relating to the extensions formed is maintained for ready reference, the disposals being marked, therein from time to time The details of the dimensions of the sites as also of the prevailing rates in the locality are also given A similar list in respect of the new extension in Yadavagiri is made ready

Ledger of sites granted

There are two ledgers in which the sites granted ~~with~~ either by sale or otherwise, are entered in the alphabitical order These ledgers are provided with an index for easy reference

Full details as to the value of the sites realised, and the balance outstanding in respect of sites granted in instalment basis, are entered therein The Manager should check every item and set in his initials in token of the entries being correc

A similar ledger is maintained in respect of the model houses granted on loan basis.

The demand, collection and balance of the value of the sites and houses thus disposed of are prepared every month in respect of each block and a consolidated D C B. in respect of all the blocks is also maintained A copy of this D C.B is being placed before the Board every month It is seen tha the D C B statement has been prepared upto end of May, 1945

The particulars of the D C B. in respect of the sites and model houses disposed of for the period from 1-7-1944 to 31-5-45 are appended below -

1. o	Description	O B. on 1-7-44	Current demand.	Total.	Collections	Balance.
	Sites	30081-9-3	398521-15-11	428533-9-2	398983-12-1	29549-13-1
.	Bits	930-5-3	4290-1-4	5220-6-7	4912-1-8	308-4-11
3	Narasimharaja Building Fund.	8374-4-6	8000-0-0	16374-4-6	10577-3-5	5797-1-1
4.	Palace Building Fund.	3890-9-6	3300-0-0	7190-9-6	3589-14-0	3600-0-0
5	Trust Board Funds Gokulam Houses	3223-15-7	-	3223-15-7	441-0-5	2782-15-2
6	House Building advances	164-6-0	-	164-6-0	164-6-0	--

The Assistant Comptroller has recently examined the accounts in May last, and the result of inspection is recorded in the notes of inspection sent by him The instructions given by him, in regard to account matters should be followed -

The maximum and the minimum price realised in respect of the sites in Yadavagiri and Bannimantap block are noted below -

	Minimum per sq yd.	Max per sq.yd.
(1) Yadavagiri Extension	1-13-11	5-13-10
(2) Bannimantap	2- 1- 0	6-15-3

These prices realised are the highest on record

In some cases mutchalikas in respect of sites granted have yet to be taken. This should be attended to early

A list ~~of~~ showing the approved rates in respect of the value of the sites in the several localities including the new extensions in the City, as per resolution of the Board, in the meeting held on 29-11-44, to be in force till the end of Dec. 1945 is maintained and the grant of sites is regularised in accordance/with there, any deviation therefrom being subject to the decision of the Board.

In order to help the poor who are unable to build houses and to remove congestion in the poor localities a fund called the Model House Fund has been constituted, which consists of two items viz , (1) Palace Building Funds (2) Narasimharaja Building Funds

The accounts relating thereto are separately accounted for and the Assistant Comtroller has examined them recently
(1) Palace Funds From the ledgers entries, it is seen that four houses valued at Rs 1120/- each and six big type houses valued at Rs 1600/- each, have been constructed under the scheme and granted The D C B of the recovery of the value of the houses is given above It is seen that there is a balance of Rs 13,873-9-10 in S B Account No 8259 at the credit of this Fund

(2) Narasimharaja Building Fund Four big type at a cost of Rs 1120/- each, 14 A type houses at a cost of Rs 600/- each and thirteen small type model houses valued at Rs 1,000/- have been constructed under the scheme and granted

In respect of this fund there is a balance of Rs 8592-2-7 in S B Account No 8260

A monthly plus and minus memo of the account under the two heads is prepared and sent to the Comptroller, the same being placed before the Board also every month

It is said that tweleve more houses under this scheme have of late been constructed, but their particulars have to be ascertained and action taken for their disposal

Four applications for grant of houses under this scheme have been received, and are pending orders Their disposal should be expedited

The particulars as to the number of fresh sites formed along with the sites available at the beginning of the year, the number sold and the balance remaining for the period from 1-7-1944 to 1-6-45 are shown below -

Sl No	Name of the locality or extension	No of sites made available	No sold.	Balance remaining.
1.	Bannimantap	125	32	93
2.	Yadavagiri.	116	40	76
3.	Paduvarahalli	340	-	340
4	Manantoddy Road	48	30	18
5.	Chamundi Extension	20	10	10
6	Vanivilaspuram	25	20	5
7.	Narasimharajapuram	80	25	55
8	Medars Block	100	80	20
9.	Jalapuri.	100	25	75
	Total	954	262	692

The applications for grant of sites received and dealt with are shown below -

No. pending on 1-7-1944	400.
No. received since then up-to-date	1500
Total,	1900
No. disposed of	1200
Balance	700

The pending applications relate to the grant of sites in the following localities.

	No of applications.
(1) Paduvarahalli Extension	400
(2) Chamundi Extension	75
(3) Bannimantap Extension	100
(4) Other extensions	125
Total	700

All applications for building sites are entered in the petition register itself, and a separate list of such applications is maintained blockwar and in respect to each extension in the site section Applications should be disposed of promptly and endorsements issued.

The sites plans in respect of some blocks and the new extensions are maintained -

Miscellaneous receipts.

A ledger to show the items of miscellaneous receipts on account of (1) Groundrent realised (2) Advertisement charges (3) Sale of ~~print~~ fruit crops in respect of the avenue and other fruit bearing trees (4) Grazing fees, is maintained, and separate pages have been allotted in respect of each item. The revenue realised during the year, in respect of these, is noted below -

(1) Ground rents	758-10-0
(2) Advertisement	215- 6-6
(3) Avenue yielding trees	215- 6-0
(4) Grazing fees	84- 8-0

The Assistant Comptroller has pointed in his recant inspection certain instances wherein the fruit crop for the year 44-45 has not been sold, and sales were not conducted immediately after the lapse of the previous lease period All such cases should be examined by the Engineer and immediate action taken for their disposal

Failure to do so and the resultant loss will entail personal responsibility. The other instructions given by him in regard to the following items should be followed -

(1) Account of revenue yielding trees
(2) Sale of fruit crops.
(3) Sale of grazing lands.
(4) Miscellaneous receipts
(5) Register of rents

Accounts Section All accounts relating to the Board are compiled here and the Budget estimates are also prepared.

The account matters have all been examined by the Asst Comptroller recently The instructions conveyed by him in the Notes of Inspection should be attended to

A list of the accounts to be submitted is maintained and accounts upto end of May, 1945 have been sent up

Register of ~~Disposals~~:- Deposits maintained in respect of the earnest money given by the contractors and other items of deposits This has been verified by the Asst Comptroller on 17-5-1945 There are very many items of deposit pending adjustments As soon as the contract work is

over, the earnest money given should either be adjusted or returned The Accountant should examine that several items and take action for their adjustment The total balance of deposit as for the plus and minus accounts up to end of May, 1945, is shown to be 1,21,779-11-2

A register of contribution received in respect of works carried out by the Trust Board on behalf of other Institutions or private persons is maintained Monthly plus and minus memo is being sent up to the Comptroller The balance under this head at the end of May 1945 is shown to be Rs 46,537-5-0

The Board have resolved on 30-3-43 to adjust all items below Re.1 and to refund in other cases Only in respect of 13 items refund referred bill was prepared of which 6 items were paid The action in respect of the other items, should be expedited The delay noticed is unsatisfactory

Register of objection Books advances Maintained

The following items are stated to be outstanding

(1) Flush latrine boards ..	Rs 24-0-0	Outstanding since 1931.
(2) Contribution due from the Municipality	Rs 1052-7-10	The Municipality has been addressed for adjustment.
(3) Value of the materials to be accounted for by the contractor.	Rs. 38-10-0	
(4) Amount advanced from T B funds from 1938 towards	Rs 19,996- 6-6	
Rs	21,111-8-4	

These items required to be closely examined and action expedited for their early adjustment The Accountant will attend to these cases immediately

Store Accounts A stock register is maintained wherein all articles purchased are entered It contains entries upto end of May 1945 The entires in the register should all be attested by the Engineer in token of verification It is said that the required articles are all purchased through the Stores Purchase Secretary, from the approved firms A register is maintained wherein the bills received for supply of the articles are entered and their adjustment noted

Stock issue Register Maintained and entries are made as and when the issues are given on indents given by the Overseers in charge of the works, and passed by the Engineer The acknowledgment for the issues, is taken on the indents, but it is better if it is taken in the issue register itself against the concerned entries, which should be attested by the Engineer

The receipts, issues, and the balance of articles are accounted for in the 'A' form register

The articles given to the overseers, for supply to the contractors are all entered on a separate register called the materials at site, register and the value of the articles given is noted therein

The observations made by the Asst Comptroller in regard to the stocks, Accounts and the materials Account should be attended to at once

From the stock abstract books maintained it is seen that the value of the stock articles, in the store as on 1-6-1945 is shown as Rs 26,131-14-5 while the sanctioned limit is only Rs 15,000/- It is said that the Board have resolved to enhance the limit to Rs 30,000/- and sanction of Government that is awaited.

She stock articles in the store are to be verified by the Engineer once every half year The last half yearly verification is said to have been made on 21-2-45 and a statement of verification ~~is sent~~ sent to the Comptroller on 21-3-45 The certificate of verification recorded in the register is signed by the Sub Engineer Mr Sampath This certificate should be recorded by the Engineer himself Now that the half year ending 30th June 1945 has come to a close, the verification of the articles should be made by the Engineer and the necessary certificate recorded in the register

Register of dismantled materials This register is maintained It contains entries in respect of 24 items upto end of Nov 44 The properties subsequently received have not yet been brought on the register There should be no delay in thas respect Immediately the articles are brought into the stores, all inventry thereof

should be taken by the Engineer, and the necessary entries got made in the stock register maintained for the purpose, under his dated initials This should be scrupulously followed The Manager should not disburse the pay of the concerned official till the entries are brought up-to-date

The Assistant Comptroller has also observed in his recent Inspection to the effect that the entries in this important register have not been attested by the Municipal Engineer, and annual verification made and the correctness certified and that this important work has been neglected which calls for immediate attention

As the official year has now come to a close, the Engineer is requested to take stock of the several dismantled articles in stock and verify them with the entries in the register, a certificate of verification being recorded in the register, with his own signature thereto

Surplus material account.

A register is maintained wherein all articles received back into the stores, along with the damaged articles are entered Even in this case the stock articles at the end of June 44, has not been verified and the certificate made in the register It is stated by the Assistant Comptroller that though this omission was pointed out in the previous inspection, yet it continues The Engineer ought not to have given room for this observation He is requested to verify the stock at once as the official year has come to a close and record the necessary certificate in the register Arrangements should be made to weed out all unserviceable articles and to dispose them in auction, after obtaining approval thereto

Tools and plants The stock and issue registers are maintained. The office furniture is also included in the stock register The entries in the register requires to be verified ard attested by the Engineer

The annual verification certificate for 43-44, has not been recorded The Engineer should verify the stock at once, and re-

cord the verification certificate for 44-45

The observations and omissions pointed out by the Asst Comptroller on his inspection notes in regard to Tools and Plants should be duly attended to, and the progress reported from time to time.

Stock Register of measurement books.

Stock register is maintained and the issues are noted and checked by the Accountant

There are at present 7 books of 50 pages and 15 books of 25 pages each

It is pointed out that the return of measurement books for the half year ending December 1944 recovered from the subordinates has not been verified and that acknowledgment in respect of certain books, has not been furnished therefor. This omission required to be rectified.

Library. A catalogue of books is maintained There are 181 books and other publications entered therein These books have all been kept in an almirah It is found that some more books and publications which are not brought on the register, are also kept without any sort of arrangement They should all be arranged and such of them as are not required should be weeded out The date of supply and the cost of the book are not noted This information should also be given The pay of the official who is looking after Library should not be disbursed till the work is completed

The Library stock has been verified by the Engineer on 31-7-44 and a certificate recorded

Issue register is maintained No book should be issued from the Library without a requisition slip and an entry in the issue register with acknowledgment therefor

Stock Registers of stationery maintained and posted They should be checked once a month regularly by the Manager

Register of bills. All bills received for scrutiny and payment are entered in this register It is seen from the register that eight bills were pending on 1-7-1944, which have not been carried forward

789 fresh bills have so far been registered and out of the total number of 797 bills, 787 bills are stated to have been disposed of leaving a balance of 10 bills pending on this date A monthly abstract showing the receipt and disposal of the bills is put up in the register, but this is not scrutinised, and attested

Several items in the register are simply rounded off, without noting the cheque No. and date of payment. Unless this is done, the bill numbers cannot be closed

Works Registers

After the bills in respect of each work are passed, they are brought on the works register

It is seen that 106 incomplete works were pending on 1-7-44 but these iters should have been carried forward before the entries for 44-45 were made

104 fresh works have been so far entered in the register A quarterly statement showing the progress of work in respect of each item, is prepared and placed before the Board

An abstract showing the outlay incurred upto end of each quarter is also given in respect of the several items of construction works The total outlay upto end of March 1945 was Rs 2,26,891/- as shown below -

(1)	Giving free house connections in the City	Rs 5460/-
(2)	Laying urder-ground sewer lines	Rs 1583/-
(3)	Formation of roads in several Mohalls of the City	Rs.6580/-
(4)	Construction of Drains	Rs 3607/-
(5)	Planting and maintenance of avenues	Rs 4971/-
(6)	Urgent and unforseen works	Rs11848/-
(7)	Maintenance of Doddakere channel	Rs 802/-
(8)	Incomplete works of last year	Rs 50191/-
(9)	Maintenance of Fort Maidan	Rs 488/-
(10)	Formation of sites in several mohallas of the city	407/-
(11)	Lay-out of sites in Chamundipuram, P	--
	Paduvarahalli Extn	Rs 37144/-
	Yadavagiri Extension	Rs 44278/-
(12)	Filling up of Purniah's nala	Rs 3751/-
(13)	Lay-out of Bannimantap extension	47469/-
(14)	Constructing a temporary sheep slaughter house	8312/-
	Total	2,26,891/-

The accounts relating to the above have all been examined by the Assistant Comptroller and the remarks thereon have been furnished by him in his Inspection Notes

Finance of the Board A statement of receipts and expenditure under all the heads is prepared and placed before the Board every month, a copy thereof being furnished to the Comptroller also

According to the statement for May 1945, the financial position of the Board stands as follows -

Opening Balance on 1-7-1944	Rs 1,32,045/-
(1) Receipts under several heads including state grant and receipts under suspense heads and Model House funds	Rs 8,32,970/-
Total	Rs 9,65,015/-
Total expenditure under all heads	Rs 7,24,190/-
Closing Balance	Rs 2,40,825/-

It is seen that the Budget grant has been exceeded, in respect of the expenditure relating to the following items -

	Budget grant	Amount spent.
(1) Expenditure towards Ordinary acquisition	72,000/-	1,46,105/-
(2) Improvements to Procession Route	49,000/-	58,457/-
(3) Construction of drainage and other works	2,20,000/-	2,69,834/-

It is not understood whether sanction of the Board has been obtained for such excess expenditure.

A scale register, showing the allotment, sanctioned under each budgetted head and the expenditure incurred from time to time, in respect of each item, should be maintained with a view to see that the Budget grant is not exceeded The Accountant, should check this register once a month regularly and see that the postings are correctly made therein and set in his initials in token of verification The Accountant will be held personally responsible for discharging this important work

The revised Budget estimates for 44-45, and the Budget estimated for 45-46, have been prepared A special meeting of the Board was convened on 21-6-1945, wherein it was considered and passed Sanction of Government is solicited thereto

Provision has been made therein for the state grant of a large sum of Rs 7,12,000/- as it is proposed that the following important works are to be taken up during the year 45-46 as the Board is unable to meet this expenditure, in view of its limited income

Items of work	Grant asked for Rs
(1) Acquisition of properties near Olympia Talkies for slum clearance	50,000/-
(2) -do- to the west of Vanivilas Market for slum clearance	12,000/-
(3) Forming a straight road from Elgin Fountain to District Office	1,50,000/-
(4) Constructing a Stadium in Doddakere Tank	1,00,000/-
(5) Cement concreting ard Tarring up of Roads in the City	1,50,000/-
(6) Constructing a new sheep slaughter house at Kesare	45,000/-
(7) Construction of Drains and other important works in the City for improvements purposes	65,000/-
(8) Treatment of tanks and water courses in and around Mysore City for anti-malarial purposes	1,40,000/-
Total	7,12,000/-

According to the Budget for 45-46, the total receipts for the year including the opening balance of Rs 6797, and the State Grant of Rs 7,12,000 asked for, are estimated at Rs 15,66,200/- under all heads Very many important works such as acquisition of a good many properties for slum clearance also, formation of roads, construction of Drainage, formation of Kutcha Cement Concreting of bridges of roads and other items of works, are proposed to be undertaken during the year 45-46 The Budget provides for the total expenditure of Rs 15,65,084/- with a closing balance of Rs 4116/-

Records Section This section is in a ~~chaotic~~ Carnatic condition, and requires good deal of improvements The arrangement of records is not regulated in accordance with the instructions contained in Appendix I of the Trust Board Business Manual and the classification of papers is not made in accordance with the prescribed period for the preservation of Records as specified in the schedule printed as Appendix J of the Manual

A thorough overhauling of records and their rearrangement with proper classification, as per rules laid down, are quite necessary.

There is no record-keeper in charge of the records This is left in charge of an irresponsible temporary maistry from a long time and there seems to be no check and scrutiny over the work in the records section, which has led to this ~~said~~ state of affairs.

One S.K.Narayana Rao temporary maistry was in charge He is said to be on leave One Padmanabha Rao, another maistry is placed in charge of the records for the past three months.

The appointment of a separate record-keeper was in correspondence It is seen that the Law Secretary to Government has in his letter No.L 11244 dated 27-5-1942 called for a statement of the distribution of work among the staff, with information as to the strength of the establishment and how the work was being done all along This has not been answered It is said that on account of the reduction to be effected in the establishment the matter is not persued.

As this is an important section, it is desirable that a responsible official should be posted to the charge of this section and improvement effected The Manager should submit to the undersigned a memo of work distributed and obtain orders at once.

The Record-Room contains one long iron rack, two big iron racks and two small iron racks There are also seven almirahas.

In the long iron rack and two almirah, the registers are dep(deposited Some of the registers are kept in a most disorderly way In other racks, the files are kept in pads one over the other without being tied up in dafters and some of the files are also not stitched In two almirahas, the records are simply jumbled up without any arrangement These requires to be sorted It is very unsafe to keep the records in this condition The Engineer should inspect the section and take immediate needful action

The prescribed receipt registers, destruction register and index registers are not maintained There is one receipt register and an index register in the manuscript form, which are incomplete and not written up from a long time. Many records received into the records are not yet entered in the receipt registers.

A regular stock taking of the records, should be made and entries made in the prescribed registers to be opened afresh.

It is said that no destruction of records has taken place so far The time barred records should be arranged to be weeded out and disposed of after necessary entries in the destruction register to be opened for the purpose Some responsible official should be made to supervise the work of the Record section.

The rack number and the department to which the records ledgers lodged therein appertain should be wrritten in bold letters in a label to be affixed at the top of each rack which should also be provided with a list of contents indicating the shelf, dafter number and the description of the papers stiched.

Gazettes of a very long period are simply heaped up and they require to be disposed of.

An issue register of records is maintained but acknowledgments are not taken in many instances The records issued long time ago are still outstanding A list of such cases shoukd be made and the records called back by means of a monthly circular, as provided for in the manual.

Stock register of chellan and other blank books is main -tained, but it is not posted up regularly.

The stock and issue register of forms is not maintained.

As per para 116 of the Business Manual a report on the condition of the records in the form indicated therein is required to be submitted once a year This procedure does not seem to have been followed The condition of records, forms and registers reflects very severely on the neglect of duty

by the Manager of the office and the Engineer.

Acquisition Branch It is seen that the acquisition cases are dealt with in an unbusiness like manner and there is no proper arrangement of records, which are simply shelved in an almirah, without any discremination, as to the cases pending for enquiry, cases ready for passing awards, and cases in which awards are passed but pending for taking possession of the properties and payment of compensation The records relating to the preliminary enquiry in respect of the proposal for acquisition, upto to the stage of sanction of the acquisition are not separately accounted for. These are entered in the personal register itself. In order to know the exact stage of pending in this respect and to watch its progress, a separate register should be opened and all such cases of preliminary enquiry upto to the stage of sanction the acquisition may be brought on this register The information as regards the number of cases pending for sanction of the acquisition is not readily available.

After the acquisition is sanctioned, the case is entered in the scheme register as well as in the register of Land acquisition cases

Scheme register. The pending schemes on 1st July 1944 have not been carried forward It is seen that 18 schemes involving 85 cases have been sanctioned so far during the year Seven schemes are stated to be pending The register requires to be written up properly with full information in regard to each scheme.

L.A Register A register in the manuscript form is maintained The stage at which each case stands is not being noted in the register and it cannot be made out at what stage a particular case stands After the award is passed, the award register number is noted therein, and the columns to show the date of taking - possession and the payment of compensation the are left blank It is said that as this information is contained in the compensation register, the same is not furnished in this register

According to the entires in this register, it is seen that 76 cases were pending on 1-7-44 and 97 fresh cases were registered during the year, bringing the total number for disposal to 173 cases Of these 93 cases ~~are one~~ disposed of leaving a balance of 80 cases pending for enquiry, of the nintythree cases shown as disposed, awards are said to have been passed in 76 cases, the remaining cases, being withdrawn from acquisition In 46 cases compensation is said to have been made and possession of the acquired properties taken.

As the land acquisition cases are to be dealt with like judicial proceedings , each case should be provided with an order sheet, and each day's proceeding from the date of sanction of the acquisition, to the date of taking possession and of the acquired properties and payment of compensation, should be shown It is seen that in many cases the order sheets are not forthcoming and in other cases, it contains incomplete entries. Some cases are said to have been adjourned but the date of adjournment is not noted and it is not apparent what further action has been taken. The cases should be regularly posted up and taken up for hearing during on the dates fixed, the day's proceedings being noted in the order sheet regularly till the cases reaches a finality

It is said that out of ~~80~~ 80 cases pending 34 are for enquiry 16 cases are ready for passing awards and the remaining 30 cases are stated to be pending for inspection or other causes The files relating to these cases are not produced nor are the order sheets in respect of them are forthcoming These irregularities require to be regulated and the cases dealt with methodically in the prescribed manner

Compensation Register and the Register of Trust Board properties.

These registers are maintained and entries are made therein, in the cases in which possession of the properties is taken on payment of compensation The entries made in the register require the attestation of the landacquisition officer.

~~The~~ In many cases, the manner of disposal of the properties is not indicated under the prescribed headings of the register.

The register requires to be brought up-to-date in this respect.

Award register. A register is maintained in which all cases wherein awards are passed but possession of the properties is not taken and payment of compensation is pending are entered The entries are continued from a long time without carrying forward the pending cases at the end of each year, so much so that it is not possible to know how many cases are pending at this stage The action taken in respect of these cases is not noted in the register The files relating to these cases are not kept separately Merely because the award is passed, the case cannot be said to have been closed unless compensation is paid and possession is taken The action taken in respect of each, should be noted in the order sheet.

The date of payment of compensation and the cheque number are generally noted but omission is noticed in a few instances as pointed out by the Asst.Comptroller in his inspection notes. As instructed by the Asst Comptroller the amounts of award noted in this register ~~xxxx~~ may be attested by the Land Acquisition officer and that cheque should not be drawn in future until the properties are taken possession of and till payment has to be made The total amount of the awards pending payment is stated to be Rs.87,989-0-9 The amount paid during the year, is said to be Rs.1,27,782-15-3.

The disposal of the awards pending for payment of compensation and taking possession is not being properly watched The Land Acquisition Officer is requested to examine all such cases, and taken them on file, putting up order sheets in each case and posting up the cases till it is brought to disposal.

The disposal of the awards pending for payment of compensation and taking possession is not being properly watched. The Land Acquisition Officer is requested to examine

A register of cases referred to the Dist Judge's court in regard to the enhanced claim for compensation and settlement of disputes about the compensation is maintained. The progress made in each case is not noted therein

In view of the congestion of work, owing to the large number of acquisition on account of the several improvements undertaken, the services of a whole time Land Acquisition Officer were found necessary The Personal Asst to the Deputy Commissioner, Mysore Dist, has been appointed to be in additional charge of the duties of the Land Acquisition Officer, and he is paid as a duty allowance of Rs.50/- p.m. for attending to the work.

There will be a considerable increase in the acquisition work, when the scheme for the formation of the road from the Elgin Fountain right up to the Dist Office is taken up which in itself will involve nearly eighty items of properties The services of a whole-time Land Acquisition Officer will therefore be necessary.

The Land Acquisition Officer is requested to see that the irregularities pointed out in regard to the acquisition work are all rectified and the result intimated Severe notice will be taken against the Acquisition Clerk if he fails to rectify the defects and omissions within one month's time.

Register of estimates & sanctioned.

Two registers are maintained one for noting the details of the estimates relating to House connections, with flush latrines etc , and the other in respect of estimates relating to construction and other items of work. The entries are made therein up to end of May 45 The Engineer should check the register entries, and attest each item with his initials.

General - The Records section is in a neglected condition and requires immediate attention, as pointed out in the above notes The acquisition work is also not up to mark and requires improvements, in the maintenance of the several registers properly and in handling the records in the prescribed manner.

The points requiring action, as observed in the above notes in respect of several other matters, should all be entered in a minute book, and the progress of action taken to rectify the omissions and defects should be reported once a fortnight regularly till all the points are attended to. The Trust Board Engineer is requested to see to this personally. The Manager is held responsible for attending to the directions contained in the above and to bring to notice cases of negligence.

CHAIRMAN.

Copy to Trust Board Engineer.
Special Land Acquisition Officer
Trust Board Officer for strict guidance.

SNR.

No L 4407 dt 30/X1/45

To. The Chairman C & T Board
Tezpur

Sir,

With reference to your letter No L Dis M 209/45-46, dt 23-10-45, I am directed to enquire under what section of Business Manual, the annual Inspection Report of the City Sub-Trust Board Office is submitted by you to Govt. If not, done under the provisions if any other provision, it may be intimated to this

Yours faithfully

for Revenue Secy

(3)

No A1 C-160/45-46

OFFICE OF THE CHAIRMAN
CITY IMPROVEMENT TRUST BOARD, MYSORE,

Dated 17th/18 December 1945

FROM

R.RAMACHANDRA RAO BHOMBORE, Esq ,B A.,
THE CHAIRMAN,
City Improvement Trust Board
Mysore

GEN & REV SECRETARIAT 4451 4 JAN 1946 L S G BRANCH

To

J B Mallaradhya, Esq , M A ,
Secretary to the Government of His Highness
the Maharaja of Mysore, Revenue Department,
Bangalore

Sir,

Re - Annual Inspection of the City Improvement Trust Board Office by the Chairman

With reference to your letter No L 4407 dated 30th November 1945 enquiring the Section of Business Manual under which the above report was submitted to the Government, I have the honour to state that the Report in question was sent just for their information

In this connection, I have to state that this office had not been inspected at all for many years past and hence the present Notes of Inspection was sent for the information of the Government

If this is not required, the same may kindly be returned

I have the honour to be,

Sir,

Your most obedient servant,

Chairman

HRS

To Ml 118-245-77 (4)
L 8402.
The Chairman 20.2.46
C & T- Board
Mysore

Annual Inspection of the City Municipal Trust Board Office by the Chairman

Sir,

With reference to the Caption cited I am directed to point out that in accordance with the instructions contained in

Re:

Paragraph 92 of the Manual of Circulars and standing orders, this inspection has to be done annually

I have, Sir,
Your
Sir Percy Loraine

HS
19/2/40